



Legal Secretary

Job Code: 0064

Originated: 02/03

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 2136

EEO Code: 25

FLSA: Non-Exempt

Supervisory: No

CLASS SUMMARY

Performs highly responsible and complex assignments and prepares legal documents and correspondence for more than one attorney.

DISTINGUISHING CHARACTERISTICS

Legal Secretary is distinguished from Secretary by the greater complexity of assignments and the independence with which work is performed. This is not a supervisory job classification.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Takes and transcribes dictation from shorthand, tapes or rough notes.
- Types/keys standard Ordinances and Resolutions, correspondence and pleadings.
- Composes, prepares letters, reports and official documents.
- Prepares a variety of complex legal documents and correspondence.
- Maintains a docket of all cases filed by and against the City.
- Maintains calendars; schedules appointments and meetings.
- Responds to sensitive requests for information that involves confidential information.
- Communicates with attorney of trial settings and pleadings due.
- Coordinates and arranges for court reporters and schedules witnesses for depositions.
- Creates and maintains accurate complex records/files both electronic and paper and indexes legal files and documents.
- Maintains records of departmental budget information.
- Maintains office supplies.
- Responds to inquiries, takes accurate messages and routes calls and/or messages to the appropriate staff member.
- Provides support to staff members and is a team player by assisting staff with their job duties.
- Seeks out innovative ways to streamline, improve paper flow process and procedures.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Proper business English, grammar, spelling, basic arithmetic and word-processing.

Legal procedures, principles and terminology.

Modern office practices, procedures and equipment.

Rules of formatting legal reports and documents.

City Code and Charter.

Microsoft Windows Office products.

Ability to:

Type/key 55 wpm (words per minute) net.

Use good judgment in presenting materials in a logical format.

Plan, prioritize and meet changing deadlines.

Maintain complex legal records.

Perform informational research.

Perform confidential and sensitive assignments.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with City Officials, City staff and the general public.

Education and Experience:

A high school diploma or GED equivalent and any combination of education, training, or experience equivalent to five years of progressively responsible secretarial experience, including one-year of experience in a legal setting and word-processing.

Licensing and Other Requirements:

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Type/key 55 wpm (words per minute) net.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Office Coordination Manager – Law in the City Attorney's Office and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a normal City office environment.
- Lift and carry materials weighing up to 20 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from meetings and various City locations.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.